

## **Senior Fire Inspector - 4429**

### **Primary Reason Why Classification Exists**

To manage the City's fire investigation and code compliance/inspection program

### **Distinguishing Features of the Class**

An employee in this class plans, coordinates, and manages the City's investigation and code compliance/inspection program including fire prevention and staff training. Emphasis of the work is on administrative aspects in the development and maintenance of the fire code and developing collaborative efforts with other departments, the general public and local businesses, other agencies, and local and regional emergency organizations. Work is performed under the general supervision of the Deputy Fire Chief or Fire Chief.

### **Illustrative Examples of Work**

- Consults local fire stations and law enforcement agencies, as well as State and Federal law enforcement, regarding accidental and incendiary fire investigations; determines cause and origin of fires; collects and secures evidence; photographs fire scenes; writes investigation reports; prepares cases for court when necessary; serves as a technical resource for training, investigations, and inspections
- Consults with contractors for plan reviews, permits, and site visits during construction coordinates inspections and meeting times; provides fire code interpretation to various building or other code enforcement inspectors
- Plans and manages the City's fire protection/prevention program; consults with area fire departments to ensure compliance with codes, rules and regulations
- Prepares divisional budget and monitors expenses; researches and secures quotes and fees for services and reviews fee schedule for permits
- Completes reports pertaining to fires and prepares investigation reports
- Supervises and tracks the progress of staff's inspections on computer software program
- Schedules work plans for Fire Inspectors and prepares reports of fire activities
- Coordinates training exercises and drills with satellite fire stations and provides training for their staff as required by the State Fireman's Association; collaborates with satellite fire stations in developing long range plans, exercises and drills, and projections of equipment needs; offers advice for purchasing equipment including replacements
- Schedules inspections plan reviews and permits with contractors; conducts site visits and interprets codes to ensure structures meet code requirements
- Ensures OSHA regulations are followed and training requirements are met
- Provides public education to community groups such as schools, daycare centers, and individual homes to discuss fire and emergency prevention and safety procedures
- Develops and implements policies and procedures for response to hazardous materials incidents
- Hires, trains, schedules, supervises, disciplines and evaluates the work of subordinate staff, including part-time employees
- Performs related duties as required

### **Knowledge, Skills, & Abilities**

- Comprehensive knowledge of the methods, standards, practices, strategies, techniques and tactics used in fire prevention methods, fire suppression, fire service training, fire cause determination and arson investigation
- Comprehensive knowledge of standard fire prevention codes, National Fire Protection Association (NFPA) standards and federal, state, and departmental standards, rules and regulations
- Comprehensive knowledge of techniques for handling hazardous materials
- Thorough knowledge of governmental accounting and budgeting practices
- Ability to effectively use computer programs, software and other office equipment necessary to perform job duties
- Ability to enforce National Fire Protection Association (NFPA) standards and federal, state fire codes with firmness and fairness
- Ability to supervise and direct the work of employees
- Ability to lead and inspire calm control in emergency conditions
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with other agency officials, employees, architects, professional engineers, contractors, homeowners, business owners, children in schools/daycares, and the general public
- Ability to work some nights and weekends and on-call requirements
- Ability to respond to emergencies within a 30 minute response time
- Skilled in public speaking and public relations
- Skilled in operating emergency vehicles and in the use of radios or other communications equipment

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of walking, talking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, pulling, lifting, fingering, grasping, feeling, hearing, and repetitive motions. Employee must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects and possess the visual acuity to prepare and analyze data; operate a computer terminal; perform extensive reading; inspect small defects or parts, operation or machines; and use measurement devices.

### **Working Conditions**

The employee in this position must be able to work in both inside and outside environmental conditions, subject to noise and other workplace hazards including a variety of physical conditions such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat, or exposure to chemicals or contact with potentially infectious bodily fluids and be able to function in narrow aisles or passage ways. The employee will also be subjected to the potential for varied atmospheric conditions that affect the respiratory system of the skin such as fumes, odors, mists, gases, or poor ventilation and the employee may be required to wear a respirator.

**Education and Experience**

Graduation from an accredited college or university with an Associate's degree Fire Science or related field and 5 - 7 years' experience in fire prevention, suppression, or investigations; or an equivalent combination of education and experience with a minimum of ten years fire service related experience.

**Special Requirements**

- Valid North Carolina driver's license (may require a Non-Commercial driver's license, Class B)
- NC Firefighter certification, Fire Inspector III, and Arson Investigator
- Certification in NIMS 100, 200, 300, 400, 700 & 800

**FLSA Status:** Exempt-Administrative (primary duty is office work or non-manual work directly related to the general business operations of the City where the employee customarily and regularly exercises discretion and independent judgment with matters of significance in order to fulfill the position requirements)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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